



*Application
Guidelines
Fiscal Year 1994*

*Architecture
Landscape Architecture
Urban Design and Planning
Historic Preservation
Interior Design
Industrial and Product Design
Graphic Design*

Design Arts

94

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Project Grants for Individuals	July 9, 1993	March 1994	April 1, 1994
Individual Grants for Design Innovation	July 9, 1993	March 1994	April 1, 1994
USA Fellowships	July 9, 1993	March 1994	April 1, 1994
Project Grants for Organizations	June 18, 1993 Dec. 10, 1993	Dec. 1993 June 1994	Jan. 1, 1994 July 1, 1994
Planning Grants for Rural and Small Communities	June 18, 1993 Dec. 10, 1993	Dec. 1993 June 1994	Jan. 1, 1994 July 1, 1994
Project Grants for Design Education	June 18, 1993 Dec. 10, 1993	Dec. 1993 June 1994	Jan. 1, 1994 July 1, 1994
Project Grants for Design History and Documentation	June 18, 1993 Dec. 10, 1993	Dec. 1993 June 1994	Jan. 1, 1994 July 1, 1994
Project Grants for Arts Facilities Design	June 18, 1993 Dec. 10, 1993	Dec. 1993 June 1994	Jan. 1, 1994 July 1, 1994

For each application deadline, an individual may apply in only one of the following: Project Grants for Individuals, Individual Grants for Design Innovation, USA Fellowships, or International Exchange Fellowships. An organization may apply more than once and in more than one category, but not for the same project in different project categories. It is unlikely, however, that more than one Design Arts grant award will be made to an applicant within a twelve month period.

Complete application packages, including all required materials, must be postmarked by the deadline dates. Letters of intent and applications submitted through electronic transmission (e.g., FAX) are not acceptable as substitutes for formal applications. The Endowment will not be responsible for late materials. Incomplete applications will be rejected.

The supply of guidelines is limited. If you plan to submit more than one application to the Design Arts Program, photocopy the appropriate application form (NEA-2 for individuals and NEA-3 for organizations) found in the back of this booklet.

Design Arts Program, Room 627
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202/682-5437
202/682-5496 Voice/T.T. (Text-telephone, a telephone device for hearing impaired individuals)

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Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and twenty-six distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, programs, and procedures, in addition to making recommendations on grant applications.

Statement of Mission

National Endowment for the Arts

Preamble

Throughout the ages, humanity has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. The first record of our perception of the world around us was through art scratched on cave walls, carved in stone, or modeled in clay. Our need to make, experience, and comprehend art is as profound as our need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us — for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of the nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government..."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent..."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Statement of Mission
National Endowment for the Arts,
continued

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Develop international interchange that benefits American artists, arts organizations, and/or audiences.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of non-Federal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grant programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

The Chairman's decision-making is guided by advisory peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefitting all people of this nation regardless of sex, race, creed, national origin, disability, age, or habitat.

Excerpted Authorizing Legislation

A portion of the Arts Endowment's authorizing legislation states –

"Sec. 954 (sec. 5) NATIONAL ENDOWMENT FOR THE ARTS

"(c) The Chairperson, with the advice of the National Council on the Arts, is authorized to establish and carry out a program of contracts with, or grants in aid or loans to, groups or, in appropriate cases, individuals of exceptional talent engaged in or concerned with the arts, for the purpose of enabling them to provide or support –

"(1) projects and productions which have substantial national or international artistic and cultural significance, giving emphasis to American creativity and cultural diversity and the maintenance and encouragement of professional excellence;

Excerpted Authorizing Legislation,
continued

- "(2) projects and productions, meeting professional standards or standards of authenticity or tradition, irrespective of origin, which are of significant merit and which, without such assistance, would otherwise be unavailable to our citizens for geographic or economic reasons;
- "(3) projects and productions that will encourage and assist artists and enable them to achieve wider distribution of their works, to work in residence at an educational or cultural institution, or to achieve standards of professional excellence;
- "(4) projects and productions which have substantial artistic and cultural significance and that reach, or reflect the culture of, a minority, inner city, rural, or tribal community;
- "(5) projects or productions that will encourage public knowledge, understanding, and appreciation of the arts;
- "(6) workshops that will encourage and develop the appreciation and enjoyment of the arts by our citizens;
- "(7) programs for the arts at the local level;
- "(8) projects that enhance managerial and organizational skills and capabilities;
- "(9) projects, productions, and workshops of the kinds described in paragraphs (1) through (8) through film, radio, video, and similar media, for the purpose of broadening public access to the arts; and
- "(10) other relevant projects, including surveys, research, planning, and publications relating to the purposes of this subsection."

Endowment Information

Information about the Endowment and its programs is contained in *Guide to the National Endowment for the Arts*, which is available from:

National Endowment for the Arts
 Public Information Office, Room 803
 Nancy Hanks Center
 1100 Pennsylvania Avenue, NW
 Washington, DC 20506-0001
 202/682-5400
 202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing impaired individuals)

Visually and learning-impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and *Guide to the National Endowment for the Arts* by writing or calling:

National Endowment for the Arts
 Office for Special Constituencies, Room 605
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, DC 20506-0001
 202/682-5532
 202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing impaired individuals)

Please specify which publication (e.g. *Guide to the National Endowment for the Arts* or a specific Program's current guidelines) you wish to have recorded.

The Design Arts Program

The Design Arts Program of the National Endowment for the Arts promotes excellence in the disciplines of architecture, landscape architecture, urban design and planning, historic preservation, interior design, industrial and product design, and graphic design. The Program supports work of exceptional merit that will advance the design arts and benefit the public on a local, state, or national level by funding projects such as conceptual and schematic designs; feasibility studies; competitions; collaborations; research and theory; demonstration projects; exhibitions; and communication tools including publications, audio-visual programs, films, and conferences.

The Program also attempts to strengthen the institutional fabric of the design field by forging active partnerships with existing programs and organizations that have the ability to advance the quality of design. These partnerships constitute the Program's Leadership Initiatives and are managed closely by members of the staff. Funded through cooperative and interagency agreements, they depend on a high degree of interaction between the Program and its partner and, as such, differ substantially from activities supported by Design Arts grant categories.

The Program does not fund general operating costs, capital improvements or construction, college or university tuition, or commercial enterprises of any kind. Acquisition of permanent equipment generally will not be funded. Other Programs within the Endowment may offer funding for major capital improvements and construction, as well as debt reduction or elimination. For more information, refer to "Local Arts Agencies," "Challenge Grants," and "Advancement" on pages 35-36.

Grants from the Design Arts Program are available in the following categories:

- **Project Grants for Individuals**
- **Individual Grants for Design Innovation**
- **USA Fellowships**
- **Project Grants for Organizations**
- **Planning Grants for Rural and Small Communities**
- **Project Grants for Design Education**
- **Project Grants for Design History and Documentation**
- **Project Grants for Arts Facilities Design**

Highlights for 1994

Three significant changes have been made in 1994:

- Individual grant categories, including **Project Grants for Individuals**, **Individual Grants for Design Innovation**, and **USA Fellowships**, will be considered under one rather than two deadlines a year -- please see the inside front cover for deadline date.
- **Project Grants for Design History and Documentation** replaces **Project Grants for Heritage Conservation**, and has been modified to exclude applications for the preservation, renovation, and rehabilitation of historic structures, which are still eligible under **Project Grants for Organizations** as well as **Project Grants for Arts Facilities Design**.
- Beginning in 1994, all applicants -- rejected as well as funded individuals and organizations -- will be offered the option of inclusion in the Design Arts Program's database (Design Access), an information service which is made available to the public as a research tool.

Further refinement of review criteria and application requirements has taken place in some of the existing grant categories, so be certain to read each section of the guidelines closely. Page limits, deadlines, and specifications for support material will be strictly observed.

Applying for a Design Arts Program Grant or Fellowship

If the Design Arts Program is the most appropriate potential funding source within the Endowment, review the grant categories in these guidelines to select the appropriate one for your application. Be sure that you fulfill the eligibility requirements.

Study "Application Information for Individuals" on pages 11-12 or "Application Information for Organizations" on pages 21-22, as well as any "Special Application Requirements" that may be part of the grant category that interests you. These instructions explain what support material must be included to complete the application package. Do not send any material separately. **It is advisable not to include any original artwork, limited edition prints or photographs, or other valuable materials, as application packages will not be returned unless specifically requested by the applicant.**

Completeness, organization, compliance with instructions, and clarity are important factors in the evaluation of the application. Above all, make sure that the application postmark deadline is met. **Late and incomplete applications will be rejected.** The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

What Happens to Your Application

After being processed by the Design Arts Program staff, applications go through a three-step process: 1) review by a Design Arts Advisory Panel, 2) review of the advisory panel's recommendations by the National Council on the Arts, and 3) decision by the Chairman of the National Endowment for the Arts on those applications recommended for funding.

The Advisory Panel is a continually rotating committee composed of experts from the design arts field and a knowledgeable layperson. The panel reviews applications in closed session, and then, in open session, provides guidance on general policy and procedures and on the Program's guidelines for the following year. During application review, the panel discusses applications and supporting materials in light of the "Review Criteria" in the existing guidelines, and makes recommendations for funding.

The Panel's recommendations are forwarded to the National Council on the Arts, a 26-member presidentially-appointed body, for its review in open meeting, at which individual grant applications and supporting materials may be discussed. The National Council makes its recommendations to the Chairman of the Arts Endowment on applications recommended for funding, and makes decisions on those to be rejected.

The Chairman of the National Endowment for the Arts then decides whether or not to fund applications recommended by the Council.

Only after this entire process is complete are applicants notified in writing of funding decisions. The notification dates are listed inside the front cover of this guideline booklet. Please do not seek information on the status of your application prior to this date.

Applicants are encouraged to contact the Design Arts Program staff for information concerning the review of their application after official notification has been received. If denied applicants choose to contact the Design Arts Program, they must do so within 30 days of such notification. Applicants are also invited to attend meetings of the National Council on the Arts as well as the open sessions of Advisory Panel meetings.

When an applicant is notified that he or she has received a grant, the grantee may request full or partial payment, depending on the nature and schedule of the project.

Design Information and Technical Information

To learn more about design activities that relate to your proposed project, contact Design Access, an information service provided by the Design Arts Program in cooperation with the National Building Museum in Washington, DC. A comprehensive database of design projects supported by Design Arts Program grants from 1967 to the present is indexed by subject, discipline, date, location, and applicant name. Abstracts of projects supported by these grants can be obtained by phone or by mail at the address below and are available free of charge. Lengthier documents, including Final Reports and other grant products, can be reproduced and mailed at the requester's expense. We urge you to take advantage of this resource, particularly if you are preparing an application. Design Access also maintains a library of books and periodicals on design and related topics that is accessible to the public on a walk-in basis.

It is anticipated that continued expansion of the database will provide users with a valuable information resource that will facilitate research and encourage collaboration and consultation among design professionals and the public. Therefore, all grants will continue to be made available through Design Access, but only with the applicant's permission. In accordance with exemption (b)(6) of the Freedom of Information Act, 5 U.S.C. 552, in all cases, budgetary and personal information, including home addresses and social security numbers, will be deleted. The applicant's name will not be deleted. (For a specific listing of the application information to be included in Design Access, see the asterisked (*) items in each of the "How to Apply" and "Special Application Requirements" sections.) Please be certain that you check the permission box on Section 9 of the application form with the response you feel is appropriate.

For more information, contact:

Design Access
The National Building Museum, Suite 322
401 F Street, N.W.
Washington, DC 20001
(202/272-5427)

Grant Amounts

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The applicant may need to reduce the scope of the project or find more funds from sources other than the Endowment.

Matching Funds

Grants for organizations may be used to pay no more than half the total cost of any project. Applicants are encouraged to provide required matching funds primarily from cash contributions or earned income, although in-kind contributions may also be used as a partial match. Design Arts Program grant funds may not be matched by other Federal funds.

Grants to individuals do not require matching funds.

Grant funds from more than one Endowment program or category may not be used for the same expenses.

Period of Support

Design Arts Program grants are generally awarded for a period of **up to** twenty-four months, but projects requiring longer periods of support, if justified, can be accommodated. The period of support indicated on the application should accurately reflect the actual time necessary to plan, execute, and close out the project. **Please allow sufficient time in order to avoid requests for extensions.** If requests for extension of the grant period are necessary, they should be in the form of a letter addressed to the Design Arts Program, and should include the grant number, interim report on progress to date, proposed new end date, and a clear reason for the requested extension. Requests will be considered on a case-by-case basis. Approval is not guaranteed. Grantees whose projects exceed one year will be required to submit an interim report at the close of the first twelve-month period following the award of a grant.

Continued Support

The Design Arts Program welcomes applications for innovative projects and activities, as well as those seeking to strengthen existing projects. An award granted one year, however, does not imply Endowment support in subsequent years. Proposals for projects that can be sustained only with continued Endowment funding are discouraged.

Access

In passing the Rehabilitation Act of 1973, Congress mandated that all federally assisted programs, including construction and renovation projects, be accessible to disabled individuals. The 1990 Americans with Disabilities Act (ADA) extended these requirements to many privately-owned buildings that serve a public purpose, including entertainment and recreation facilities, multi-family housing, and commercial establishments whether or not they are federally assisted. Because achieving access for disabled people frequently entails long-range planning and budgeting, the Endowment requires applicants to consider access issues in the early planning stages of programs and services.

The costs of making conferences and other educational initiatives accessible to people with various disabilities (e.g., sign language interpreters, closed and open captioning for film/video, cassette recordings of printed materials, or large print labeling) are generally eligible project costs. Applicants proposing design projects involving buildings or public spaces should indicate how these will be made accessible. For more information and how to obtain copies of the Uniform Federal Accessibility Standard, see "Other Programs of Interest/Office for Special Constituencies" on page 37.

Historic Preservation Assessments

Section 106 of the National Historic Preservation Act (NHPA) requires Federal agencies to take into account the effects of their undertakings, such as grant awards, and to afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on such undertakings. In determining whether historic properties exist in the project area, the Arts Endowment is required, when necessary, to seek information from grant applicants and other "parties likely to have knowledge of or concerns with historic properties." The Federal agency is required to consult during this process with the Advisory Council and the State Historic Preservation Officer (SHPO). During the application process, the Arts Endowment may request that the applicant provide information concerning the proposed project's effect on historic properties in order to conduct an historic preservation review. If an historic preservation review is required, it will result in a finding of either "no effect" on historic properties involved, or a finding of "adverse effect" on those properties. A finding of "adverse effect" requires a consultation on ways to avoid or reduce the adverse effects. The consultation will include the Arts Endowment, the applicant, the SHPO, the Advisory Council and other interested parties who have knowledge of or concerns with the historic properties involved.

Environmental Assessments

42 U.S.C. section 4332, the National Environmental Protection Act (NEPA), requires Federal agencies to make, when necessary, an environmental assessment before undertaking a major Federal action. During the application process, the Arts Endowment may request that the applicant provide information in response to specific questions in accordance with NEPA and the regulations implementing that law (found at 40 CFR section 1500, et seq.) in order to make the environmental impact study (EIS) or an issuance by the Arts Endowment of a "finding of no significant impact." A "finding of no significant impact" requires no additional action by the Arts Endowment or the applicant.

Project Location

Generally, all projects supported by the Endowment must be undertaken within the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, or the Northern Mariana Islands. Exceptions may be made if projects can be justified in terms of benefits to the United States.

Acknowledgment of Endowment Support

Grantees should credit the National Endowment for the Arts on announcements that refer to the project and on all work, such as published materials or films, that results from the grant.

Reporting Requirements
Interim Reports:

The Design Arts Program will require an Interim Report at the end of the first twelve months of the grant period from all grantees with a period of support lasting longer than twelve months. Similarly, an Interim Report will be required of grantees seeking extensions beyond a twelve month period. Grantees receive complete instructions on Interim Reports with their grant letters. This policy begins with grants awarded in Fiscal Year 1993 (i.e., any grant letters dated on or after October 1, 1992).

Progress Reports:

A Progress Report could be required of any Endowment grant recipient. Grant award letters will clearly indicate if a grantee is required to submit a Progress Report. Recipients of grant award letters that exclude this requirement should presume that they do not have to submit Progress Reports. If, subsequent to the award, this determination changes, the grantee will be notified in writing.

Final Reports:

At the end of the grant period, the Endowment requires acceptable Final Report packages from all grantees. Grantees receive complete instructions on Final Reports with their grant letters.

Former grantees who fail to submit required Final Report packages on Endowment grant(s) are ineligible to receive subsequent funding for five years following the Final Report due date of the grant(s) unless the delinquent Final Report packages are submitted earlier. Acceptability of Final Report packages may also affect eligibility. This policy begins with grants awarded in Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983).

To maintain or reestablish eligibility, immediately mail any delinquent Final Reports to:

Grants Office/Final Reports Section, Room 204
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, DC 20506-0001

Do not include Final Reports as part of your new application package.

Taxability of Fellowships

The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. Questions regarding tax liability should be directed to the Internal Revenue Service or private tax counsel.

Staff Assistance

Design Arts Program Specialists are available to assist in the application process by answering questions or directing applicants to other information sources. Information regarding applications previously reviewed is also available to Design Arts applicants seeking to resubmit their applications. We encourage you to take advantage of technical assistance provided by the Program staff, before as well as after you submit an application, as staff assistance and panel information may be helpful in improving your submission. Write or telephone:

Design Arts Program, Room 627
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202/682-5437
202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing impaired individuals)

Application Information for Individuals

How to Apply

Mail by the deadline the following materials, and those listed in "Special Application Requirements" for each specific category of funding for individuals to:

Information Management Division/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

All materials must be typed on 8 1/2" x 11" paper. Do not use photoreduction or a typeface smaller than standard pica or elite. Do not use a dot matrix printer unless it produces near letter quality. Please submit materials in the order shown below. **Do not bind or staple materials.** Be sure to keep copies for your records, as **application materials will not be returned or held for re-application.**

Late and incomplete applications will be rejected. It is the applicant's responsibility to submit a complete application package, including all required materials.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

1. **Three copies** (one sided) of Individual Grant Application Form NEA-2 (Rev.). One copy must be the typed, signed original which is on pages 45-46.

*Applicants should exercise care in writing the "Description of Proposed Activity" (Section 9 of the form) because it is crucial in the application review process. A clear, concise summary description of the project must be limited to the space provided on the application form. The Design Arts Advisory Panel's first recommendation is based on this statement. For those applicants who pass this review, panelists then consider the strength of the supporting material. Do not reduce type or use font sizes smaller than ten point. **The description should be a straightforward, clearly written statement that describes the purpose, methodology, audience, and product of the proposed project; beginning with an underlined project title.**

USA Fellowship applicants should show how this award will benefit their professional development and where they plan to go/how they plan to schedule their time.

2. **One copy** of your resume (no more than five pages). The "Career summary or background" (Section 11) on the Application Form should outline points that are particularly relevant to the proposed activity.
3. **An original and one copy** of at least three, but no more than five, letters of support from professionals who are familiar with the applicant's qualifications and the importance of the project. **Letters must be included in the application package.**

*Information to be included in Design Access.

Application Information
for Individuals,
continued

4. **Two copies** (unless otherwise specified) of the "Special Application Requirements" for your category. **Include a contents sheet listing the materials submitted as a guide for the reviewers.** The quality of the application package reflects the applicant's ability to accomplish the work; brevity and relevance are often more effective than volume.
5. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it in the application package.
6. For current grantees, a status report on any Design Arts Program grant still under way.
7. Please complete the checklist on page 51 to assure that all required materials are included in your application package. This is solely for your own use. The checklist does not need to be included in your application package.

Categories of Funding For Individuals

Project Grants for Individuals

Project Grants for Individuals are intended to promote the practice of design as an art form that embraces aesthetic, economic, and utilitarian issues. The largest category of funding available to individuals in all of the design disciplines, **Project Grants for Individuals** supports projects that advance design practice, research, theory, and communication. Applicants are encouraged to propose projects that address major concerns facing our society which the design arts can affect.

Eligibility

Project Grants for Individuals are available to professional designers and other individuals working in design. Students enrolled in academic institutions are eligible; grant funds, however, may not be used for tuition or other non-project-related expenses. An individual may apply in only one of the following categories: Project Grants for Individuals, Individual Grants for Design Innovation, USA Fellowships, or International Exchange Fellowships. Applicants may receive a grant and continue to teach or work. Awards are made only to United States citizens or permanent residents of the U.S. who, if they have received an earlier Endowment grant, meet the "Reporting Requirements" on page 9.

Grant Amounts and Matching Funds

Project Grants for Individuals range from \$5,000 to \$25,000. They do not require matching funds.

Review Criteria

The Program supports work of **exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Potential of the project to advance the design field.
- National, regional, or local significance of the project.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Applicant's proposal for dissemination of materials, when appropriate.
- Applicant's ability to meet the "Special Application Requirements" listed on pages 14-15.

Deadlines

Applications for **Project Grants for Individuals** are received once a year. Grant award or rejection announcements will, in most cases, be made within seven months of the application deadline. See the inside front cover for specific announcement and earliest project start date.

The deadline for **Project Grants for Individuals** for Fiscal Year 1994 is **July 9, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

Special Application Requirements/ Project Grants for Individuals

Individuals applying for **Project Grants for Individuals** must submit formal application packages including all of the materials described in "Application Information for Individuals" on pages 11-12.

In addition, application packages for certain project grants must include special supporting materials. If the proposed project fits any of the descriptions listed below, please submit the materials described below. In the event your project does not fit into any of the categories below, it is your responsibility to submit materials which will best describe your project and your ability to undertake the proposed project. If you have any questions, please contact the Design Arts Program for clarification.

Projects To Produce a Design:

If the proposed work includes designing a new building, preparing an urban design plan, designing an interior or a landscape, developing a graphic system, or undertaking any other project to produce a design, applicants must submit:

1. **One copy** of your portfolio demonstrating your qualifications for undertaking the proposed project. **It is advisable not to include any original artwork, limited edition prints or photographs, or other valuable materials, as application packages will not be returned.**
- *2. **Two copies** of an **expanded narrative** (five pages or less) indicating the anticipated impact of the design project on the community, region, and/or nation, and provide a rationale for your assessment.
- *3. **One copy** of photographs and/or drawings of the site or the existing conditions which would be changed.
- *4. **Two copies** of a one-page or less plan for implementing barrier-free design (see "Access" on page 8 and "Office for Special Constituencies" on page 37)

Research and Theory Projects:

If the proposed work includes an exploration of the aesthetic, economic, social, environmental, theoretical, philosophical, or cultural aspects of design, include **two copies of an expanded narrative*** (five pages or less) that:

- Describes the topic, its significance, and its contribution to the design field.
- Demonstrates a familiarity with the topic by virtue of related work and an ability to carry out the project.
- Describes the scope of the project, including research methods and concepts, a work plan/schedule, and plans for dissemination of the results.

*Information to be included in Design Access.

Special Application Requirements/ Project Grants for Individuals

Communication Projects:

If the proposed work includes media components (such as writing and producing a publication, exhibition, film, or audio-visual presentation), or a conference or workshop, include **two copies** of an **expanded narrative*** (five pages or less) that:

- Describes the need for the project, the intended audience, and the benefits the project will provide to that audience.
- Describes the proposed work plan, method, and schedule for production and distribution.
- Describes the proposed method for evaluating and disseminating the results, and a fiscal strategy for the future if the project is an ongoing one.

In addition, provide **one copy** of resumes and samples of previous work by the writer, filmmaker, audio-visual artist, and conference coordinator, and others involved in the project which demonstrate the applicant's ability to carry out the project.

*Information to be included in Design Access.

Individual Grants for Design Innovation

Individual Grants for Design Innovation support projects that seek to resolve current design problems by exploring alternative solutions. Applicants are encouraged to explore new fields of endeavor which may not have received a high level of attention or to consider "traditional design problems utilizing innovative methodologies. "Research and development" projects are encouraged under this category. **Individual Grants for Design Innovation** should seek to advance design aesthetics, utility, economics and/or other critical issues.

Eligibility

Individual Grants for Design Innovation are available to designers and other individuals working in design-related professions. Students enrolled in academic institutions are eligible; grant funds, however, may not be used for tuition or other non-project-related expenses. An individual may apply in only one of the following: Project Grants for Individuals, Individual Grants for Design Innovation, USA Fellowships, or International Exchange Fellowships. Applicants may receive a grant and continue to teach or work. Awards are made only to United States citizens or permanent residents of the U.S. who, if they have received an earlier Endowment grant, meet the "Reporting Requirements" on page 9.

Grant Amounts and Matching Funds

Individual Grants for Design Innovation range from \$5,000 to \$10,000. They do not require matching funds.

Review Criteria

The Program supports work **of exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Potential of the project to advance the design field and encourage new thinking.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Applicant's proposal for dissemination of materials, when appropriate.
- Applicant's ability to meet the "Special Application Requirements" listed on page 17.

Deadlines

Applications for **Individual Grants for Design Innovation** are received once a year. Grant award or rejection announcements will, in most cases, be made within seven months of the application deadline. See the inside front cover for specific announcement and earliest project start date.

The deadline for **Individual Grants for Design Innovation** is **July 9, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

Special Application Requirements/
Individual Grants for
Design Innovation

Individuals applying for **Individual Grants for Design Innovation** must submit formal application packages including all of the materials described in "Application Information for Individuals" on pages 11-12 and the following items:

- *1. **Two copies** of an **expanded narrative** (five pages or less) of the project to be undertaken, its significance to the design field, and its potential to encourage new thinking. Applicants should explain why the proposed project and/or methodology constitutes innovation, when appropriate. Describe the dissemination plan for this information.
- *2. **One copy** of representative samples of applicant's previous work. **It is advisable** not to include any original artwork, limited edition prints or photographs, or other valuable materials, as application packages will not be returned.

*Information to be included in Design Access.

USA Fellowships

USA Fellowships are awarded to designers and other individuals working in design-related professions for independent study and travel within the United States. Available to those for whom a more extensive first-hand knowledge of American design is critical to their work, the fellowships are intended for professionals who have made outstanding contributions to the design field or who demonstrate the potential for outstanding work in the future.

Eligibility

Individuals may receive a **USA Fellowship** once. Awards are made only to United States citizens or permanent residents of the U.S., and travel supported must be within the U.S. Fellowships may be used to support the work of the recipient only; time, travel and materials for project collaborators are not allowable costs. An individual may apply in only one of the following: Project Grants for Individuals, Individual Grants for Design Innovation, USA Fellowships, or International Exchange Fellowships. Applicants may receive a fellowship and continue to teach or work. Applicants who have previously received an Endowment grant in another category must also meet the "Reporting Requirements" on page 9.

Fellowship Amounts

Fellowships range from \$5,000 to \$20,000. They do not require matching funds.

Review Criteria

The Program supports work **of exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Appropriateness of the proposed itinerary.
- Academic and professional qualifications of applicant.
- Applicant's demonstrated potential to make future contributions to the design field.
- Applicant's ability to explain the importance of the proposed work to his/her professional development and to the field.
- Applicant's ability to meet the "Special Application Requirements" listed on page 19.

Deadlines

Applications for **USA Fellowships** are received once a year. Grant award or rejection announcements will, in most cases, be made within seven months of the application deadline. See the inside front cover for specific announcement and earliest project start date.

The deadline for **USA Fellowships** is **July 9, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

Special Application Requirements/
USA Fellowships

Individuals applying for a **USA Fellowship** must submit formal application packages including all of the materials described in "Application Information for Individuals" on pages 11-12 and the following items:

- *1. **Two copies** of an **expanded narrative** (five pages or less) describing the project to be undertaken, its significance to the design field, and relevance to applicant's career development.
2. **Two copies** of a detailed description of career accomplishments and future directions (in addition to the required resume). Do not exceed two pages.
3. **Two copies** of a proposed travel itinerary.
- *4. **One copy** of representative samples of applicant's previous work. **It is advisable not to include any original artwork, limited edition prints or photographs, or other valuable materials, as application packages will not be returned.**

*Information to be included in Design Access.

International Exchange Fellowships

Fellowships for work and study in Japan are available each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial to their work as design professionals must apply through the International Program.

The Endowment is also exploring other international opportunities for outstanding practicing artists. Please contact the International Program for further information. (202/682-5422)

Competition for International Exchange Fellowships is Endowment-wide. Individuals who wish to apply must do so through the International Program and must meet all eligibility and application requirements outlined for Project Grants for Individuals on pages 13-15.

The application deadline for Fiscal Year 1994 **International Exchange Fellowships** in Design Arts is July 9, 1993. Applications will be reviewed twice: first by a Design Arts Advisory Panel and then by an interdisciplinary panel. The project description must reflect activities for which residence in the foreign country would be advantageous. For more information, contact the Design Arts Program (202/682-5437).

Application Information for Organizations

How To Apply

Mail by the deadline the following materials and those listed in "Special Application Requirements" for each specific category of funding for organizations to:

Information Management Division/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

All materials must be typed on 8 1/2" x 11" paper. Do not use photoreduction or a typeface smaller than standard pica or elite. Do not use a dot matrix printer unless it produces near letter quality. Please submit materials in the order shown below. **Do not bind or staple materials.** Be sure to keep copies for your records, **as application materials will not be returned or held for re-application.**

Late and incomplete applications will be rejected. It is the applicant's responsibility to submit a complete application package, including all required materials.

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

1. **Three copies** (one sided) of Organization Grant Application Form NEA-3 (Rev.). One copy must be the typed, signed original which is on pages 47-50.

*Applicants should exercise care in writing the "Summary of project description" (Section V) on Application Form NEA-3 (Rev.) because it is crucial in the application review process. A clear, concise summary description of the project must be limited to the space provided on the application form. The Design Arts Advisory Panel's first recommendation is based on this statement. For those applicants which pass this review, panelists then consider the strength of the supporting material. Do not reduce type or use font sizes smaller than 10 point. **The description should be a straightforward, clearly written statement that describes the purpose, methodology, audience, and product of the proposed project; beginning with an underlined project title.**

2. **One copy** of the resumes of key personnel and/or consultants who will work on the project including, for example, the project director, architect, designers, planners, or others, as applicable.
3. **An original and one copy** each of at least three, but not more than five, letters of support from professionals who are familiar with the applicant's work and with the project, and from people anticipated to benefit from it. Letters from persons directly affiliated with the project will not be considered. **Letters must be included in the application package.**
4. **Two copies** (unless otherwise specified) of the "Special Application Requirements" for your category. **Include a contents sheet listing the materials submitted as a guide for the reviewers.** The quality of the application package reflects the applicant's ability to accomplish the work; brevity and relevance are often more effective than volume.

*Information to be included in Design Access.

Application Information
for Organizations,
continued

5. **Two copies** of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the organization as a unit of either state or local government.
6. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it in the application package.
7. For current grantees, a status report on any Design Arts Program grant still under way.
8. Please complete the checklist on page 52 to guide you in assembling your application package. This is solely for your own use. The checklist does not need to be included in your application package.

Categories of Funding for Organizations

Project Grants for Organizations

Project Grants for Organizations are intended to promote the practice of design as an art form that embraces aesthetic, economic, and utilitarian issues. The largest category of funding available to organizations in all of the design disciplines, **Project Grants for Organizations** supports projects that advance design practice, research, theory, and communication. Applicants are encouraged to propose projects that address major concerns facing our society which the design arts can affect.

Eligibility

Applicants for **Project Grants for Organizations** (including local and state governments; state, local, and regional arts agencies; organizations awarding design fellowships; community or neighborhood organizations; colleges and universities; and independent nonprofit groups and institutions) must meet the "Legal Requirements" on pages 38-41 and, if they have received an earlier Endowment grant, the "Reporting Requirements" on page 9. State arts agencies and regional arts organizations must be operating under a plan approved by the Endowment. Organizations may not apply for the same project under more than one project grant category.

Grant Amounts and Matching Funds

Project Grants for Organizations range from \$10,000 to \$50,000. Each grantee organization must match the funds on at least a one-to-one basis. In-kind contributions may not be used for the entire match. Federal funds may not be used as any part of matching funds.

Review Criteria

The Program supports work of **exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Potential of the project to advance the design field.
- National, regional, or local significance of the project.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Applicant's proposal for dissemination of materials, when appropriate.
- Appropriateness of the project budget.
- Applicant's ability to meet the "Special Application Requirements" listed on pages 24-26.

Deadlines

Applications for organizational project grants are received twice a year. Grant award or rejection announcements will, in most cases, be made within seven months of each application deadline. See the inside front cover for specific announcement and earliest project start dates.

Deadlines for **Project Grants for Organizations** for Fiscal Year 1994 are **June 18, 1993** and **December 10, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

Special Application Requirements/ Project Grants for Organizations

Organizations applying for project grants must submit formal application packages including all of the materials described in "Application Information for Organizations" on pages 21-22.

In addition, application packages for certain project grants must include special supporting materials. If the proposed project fits any of the descriptions listed below, please submit the materials described below. In the event your project does not fit into any of the categories below, it is your responsibility to submit materials which will best describe your project and your organization's ability to undertake the proposed project. If you have any questions, please contact the Design Arts Program for clarification.

Projects To Produce a Design:

If the proposed work includes hiring a designer or supporting a designer/artist collaboration to design a new building, prepare an urban design plan, design an interior or a landscape, develop a graphic system, or undertake any other project to produce a design, applicants must submit:

1. **One copy** of the qualifications and portfolio of the participating designer(s) or other artist(s). It is advisable not to include any original artwork, limited edition prints or photographs, or other valuable materials, as application packages will not be returned. If the designer(s) has not yet been selected for the project, outline in one page or less your plans for selecting one.
- *2. **Two copies** of an **expanded narrative** (five pages or less) indicating the anticipated impact of the design project on the community, region, and/or nation, and provide a rationale for your assessment.
- *3. **One copy** of photographs and/or drawings of the site or the existing conditions which would be changed.
- *4. **Two copies** of a one-page or less plan for implementing barrier-free design (see "Access" on page 8 and "Office for Special Constituencies" on page 37).

Communication Projects:

If the proposed work includes media components (such as writing and producing a publication, exhibition, film, or audio-visual presentation), or a conference or workshop, include **two copies** of an **expanded narrative*** (five pages or less) that:

- Describes the need for the project, the intended audience, and the benefits the project will provide to that audience.
- Describes the proposed work plan, method, and schedule for production and distribution.
- Describes the proposed method for evaluating and disseminating the results, and a fiscal strategy for the future if the project is an ongoing one.

In addition, provide **one copy** of resumes and samples of previous work by the writer, filmmaker, audio-visual artist, conference coordinator, and others involved in the project which demonstrate the applicant's ability to carry out the project.

*Information to be included in Design Access.

Special Application Requirements/
Project Grants for Organizations,
continued

Artist/Designer Collaborations:

Organizations may apply for funding to conduct a project as an Artist/Designer Collaboration. Include the following information in all application packages:

- *1. **Two copies** of a description of the proposed site.
2. **Two copies** of the participating artists' and designers' biographies (resumes are not acceptable).
- *3. **Two copies** of a one-page description of why the project offers a unique opportunity for the collaborative team to plan or create a public artwork.
4. **One copy** of evidence that the artist and designer have agreed to undertake the proposed project. (Please attach the letter of agreement.)
- *5. **One copy** of a one-page plan for payment of fees to the artist and the designer, including payment for proposals and planning activities.
- *6. **One copy** of a one-page description of plans for documenting the process and product of the project.
- *7. **One copy** of a one-page description of plans for long term maintenance of the project.

Design Competitions:

Organizations may apply for funding to conduct a design competition. Include the following information in all application packages:

- *1. **Two copies** of a detailed work plan giving a timetable and budget breakdown, outlining how the competition will proceed, and providing a plan for follow-up on competition results, press coverage, publication dissemination, and awards. Do not exceed three pages.
- *2. **Two copies** of a design program detailing the nature and scope of the design problem. If a program has not yet been developed, describe how it will be produced. Do not exceed three pages.
3. **One copy** of the qualifications of a professional competition advisor or the criteria for selecting one.
4. **One copy** of a list of potential jurors, including local participants, and the means by which they will be selected.
- *5. **One copy** of a brief description not to exceed two pages of competition awards, including cash prizes, contracts for completing the project, or other appropriate compensation, and a schedule for making such awards or compensation available to the competition winners or finalists.
- *6. **One copy** of a brief assessment, not to exceed one page, of the availability of funds for completing the work if the competition will result in construction or fabrication.

*Information to be included in Design Access.

Special Application Requirements/
Project Grants for Organizations,
continued

Research and Theory Projects:

If the proposed work includes an exploration of the aesthetic, economic, social, environmental, theoretical, philosophical, or cultural aspects of design, include **two copies of an expanded narrative*** (five pages or less) that:

- Describes the topic, its significance, and its contribution to the design field.
- Demonstrates a familiarity with the topic by virtue of related work and an ability to carry out the project.
- Describes the scope of the project, including research methods and concepts, a work plan/schedule, and plans for dissemination of the results.

Design Programming by Arts Agencies:

If the proposed work involves program or project support for a state, local, or regional arts agency, applicants must submit:

- *1. **Two copies** of a two-page or less description of the agency's prior design programming.
- 2. **One copy** of resumes of participating staff and/or consultants, clearly establishing their expertise in design.
- *3. **Two copies** of an **expanded narrative** (five pages or less) describing the project to be undertaken, the design problem(s) to be addressed, and the benefits anticipated.
- 4. For local arts agencies, **one copy** of the local government ordinance, charter, resolution, or contract that designates the local arts agency to operate in its behalf.

Awarding of Design Fellowships:

If the proposed work involves the regranting of Endowment funds to support fellowships in the design disciplines, applicants must submit:

- *1. **Two copies** of documentation substantiating the fellowship program's existence prior to seeking Design Arts support in the current grant application.
- *2. **Two copies** of a description of the organization's selection process for subgrantees. Do not exceed two pages.
- *3. **Two copies** of a list of the last two years' fellowship recipients and their qualifications.

*Information to be included in Design Access.

Planning Grants for Rural and Small Communities

Because rural and small communities often lack staff expertise or access to technical assistance, local issues can grow into large-scale design problems. This category supports rural and small communities in their efforts to solve planning and urban/rural design issues, particularly growth management and its effect on these communities, by providing funds to organizations for design assistance and demonstration projects.

Eligibility

Organizations applying for **Planning Grants for Rural and Small Communities** may be local or state governments, community or neighborhood organizations, colleges or universities, and independent nonprofit groups or institutions for projects located in rural counties of populations under 50,000 or towns under 5,000 within major metropolitan areas. They must also meet the "Legal Requirements" on pages 38-41 and, if they have received an earlier Endowment grant, the "Reporting Requirements" on page 9. Organizations may not apply for the same project under more than one project grant category.

Grant Amounts and Matching Funds

Planning Grants for Rural and Small Communities range from \$5,000 to \$20,000. Each grantee organization must match the funds on at least a one-to-one basis. In-kind contributions may not be used for the entire match. Federal funds may not be used as any part of matching funds.

Review Criteria

The Program supports work of **exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Local significance and support of the project.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Applicant's proposal for dissemination of materials, when appropriate.
- Appropriateness of the project budget.
- Applicant's ability to meet the "Special Application Requirements" listed on pages 24 (Projects to Produce a Design) and 28.

Deadlines

Applications for organizations in **Planning Grants for Rural and Small Communities** are received twice a year. Grant award or rejection announcements will, in most cases, be made within seven months of each application deadline. See the inside front cover for specific announcement and earliest project start dates.

Deadlines for **Planning Grants for Rural and Small Communities** for Fiscal Year 1994 are **June 18, 1993** and **December 10, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

Special Application Requirements/
Planning Grants for
Rural and Small Communities

Organizations applying for **Planning Grants for Rural and Small Communities** must submit formal application packages including the materials specified in "Application Information for Organizations" on pages 21-22, 24 (Projects to Produce a Design), and the following materials:

- *1. **Two copies** of substantiation that the area to be served is located within a rural county of under 50,000 in population or towns under 5,000 within a major metropolitan area.
- *2. **Two copies** of an **expanded narrative** (five pages or less) describing the design issue to be addressed by the project, its significance to the community, the methodology to be used, the local resources (staff and funds) to be utilized, outside resources required, and, if appropriate, plans for dissemination of materials.

*Information to be included in Design Access.

Project Grants for Design Education

The Design Arts Program believes that citizens who are educated about the process of design are more likely to participate in shaping their environment, seek excellence in the design of buildings, public spaces and products, and exercise stewardship for the great legacy of American design in all its forms. This grant category is intended to support a wide range of design education activities including the production of educational materials, the development of curricula integrating design with other subjects, teacher training programs, the testing of new techniques and evaluation methods, and specific conferences, symposia or workshops relating to design education.

Although the education of young people in grades pre-K - 12 and the development of professionals in institutions of higher education, are particular concerns of the Design Arts Program, this grant category is open to innovative projects that will reach and engage people of any age in either academic or informal settings. The Program encourages proposals that include more than one of the design disciplines, relate to one or more subject areas, find innovative ways to integrate design into the curriculum, and create reliable means of evaluating the role of design education in improving problem-solving skills and changing attitudes towards civic design responsibility.

Eligibility

Organizations applying for **Project Grants for Design Education** (including local and state governments, community or neighborhood organizations, colleges and universities, and independent nonprofit groups and institutions) must meet the "Legal Requirements" on pages 38-41 and, if they have received an earlier Endowment grant, the "Reporting Requirements" on page 9. Organizations may not apply for the same project under more than one project grant category.

Grant Amounts and Matching Funds

Project Grants for Design Education range from \$5,000 to \$25,000. Each grantee organization must match the funds on at least a one-to-one basis. In-kind contributions may not be used for the entire match. Federal funds may not be used as any part of matching funds.

Review Criteria

The Program supports work of **exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Potential of the project to advance education in the design field.
- National, regional, or local significance of the project.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Applicant's proposal for evaluation of project results and dissemination of materials, when appropriate.
- Appropriateness of the project budget.
- Applicant's ability to meet the "Special Application Requirements" listed on pages 24-26 and 30.

Deadlines

Applications for **Project Grants for Design Education** are received twice a year. Grant award or rejection announcements will, in most cases, be made within seven months of each application deadline. See the inside front cover for specific announcement and earliest project start dates.

Deadlines for **Project Grants for Design Education** for Fiscal Year 1994 are **June 18, 1993** and **December 10, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

**Special Application Requirements/
Project Grants for Design Education**

Organizations applying for **Project Grants for Design Education** must submit formal application packages including the materials specified in "Application Information for Organizations" on pages 21-22 and **two copies** of an **expanded narrative*** (five pages or less) that:

- Describes the project to be undertaken, the student group it seeks to educate, and the benefits anticipated for that group.
- Describes how the project or program would be implemented and sustained within the appropriate school system or university, if applicable.
- Describes the method for evaluating the results of the project or program and, when appropriate, a dissemination plan for this information.

*Information to be included in Design Access.

Project Grants for Design History and Documentation

Project Grants for Design History and Documentation support organizations engaged in preserving, collecting, exhibiting or documenting the history of American design. Projects may focus on any of the design disciplines and may range in methodology from research and writing to archival collection and filmmaking, but should demonstrate the potential to significantly contribute to the understanding and appreciation of design in the United States. Grant funds for any phase of the preservation, renovation, and rehabilitation design for historic structures are not available through this category (see Project Grants for Organizations on page 23 or Projects Grants for Arts Facilities Design on page 33). Dissemination plans for all products and/or information resulting from Project Grants for Design History and Documentation -- films, books, collections, exhibitions, etc. -- are a priority.

Eligibility

Organizations applying for **Project Grants for Design History and Documentation** (including local and state governments, community or neighborhood organizations, colleges and universities, and independent nonprofit groups and institutions) must meet the "Legal Requirements" on pages 38-41 and, if they have received an earlier Endowment grant, the "Reporting Requirements" on page 9. Organizations may not apply for the same project under more than one project grant category.

Grant Amounts and Matching Funds

Project Grants for Design History and Documentation range from \$5,000 to \$25,000. Each grantee organization must match the funds on at least a one-to-one basis. In-kind contributions may not be used for the entire match. Federal funds may not be used as any part of matching funds.

Review Criteria

The Program supports work of **exceptional merit** that will advance the design arts. In reviewing applications, panelists consider the following factors:

- Potential of the project to advance the understanding and appreciation of design in the United States.
- National, regional, or local significance of the project resource.
- Applicant's proposal for dissemination of materials.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Appropriateness of the project budget.
- Applicant's ability to meet the "Special Application Requirements" listed on pages 24-26 and 32.

Deadlines

Applications for **Project Grants for Design History and Documentation** are received twice a year. Grant award or rejection announcements will, in most cases, be made within seven months of each application deadline. See the inside front cover for specific announcement and earliest project start dates.

Deadlines for **Project Grants for Design History and Documentation** for Fiscal Year 1994 are **June 18, 1993** and **December 10, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

**Special Application Requirements/
Project Grants for
Design History and Documentation**

Organizations applying for **Project Grants for Design History and Documentation** must submit formal application packages including the material specified in "Application Information for Organizations" on pages 21-22 and **two copies of an expanded narrative*** (five pages or less) that:

- Describes the need for the project, the intended beneficiaries, and the benefits the project will provide.
- Outlines the proposed workplan, methodology, and distribution plan for project results.

*Information to be included in Design Access.

Project Grants for Arts Facilities Design

Project Grants for Arts Facilities Design support organizations seeking to research, devise and/or implement projects that will contribute to the advancement of the design process in the renovation, rehabilitation or creation of facilities that are intended to accommodate the specific artistic needs of a community. The program/operations of facilities considered under this category must have an artistic mission. Grant monies are not available to fund market feasibility studies to determine whether a particular community can support such an arts facility.

Eligibility

Organizations applying for **Project Grants for Arts Facilities Design** (including independent non-profit groups and institutions, local and state governments, community or neighborhood organizations, and colleges or universities) must meet the "Legal Requirements" on pages 38-41 and, if they have received an earlier Endowment grant, the "Reporting Requirements" on page 9. Organizations may not apply for the same project under more than one project grant category.

Grant Amounts and Matching Funds

Project Grants for Arts Facilities Design range from \$5,000 to \$25,000. Each grantee organization must match the funds on at least a one-to-one basis. In-kind contributions may not be used for the entire match. Federal funds may not be used as any part of matching funds.

Review Criteria

The Program supports work of **exceptional merit** that will advance the design arts. In reviewing applications, panelists will consider the following factors:

- National, regional, or local significance of the project.
- Market feasibility for the arts facility within the community.
- Applicant's demonstrated ability to carry out the project.
- Presentation and quality of written and visual materials.
- Applicant's ability to describe the project and procedure with clarity.
- Quality of the proposed consultants and/or the applicant's selection process for consultants.
- Appropriateness of the project budget.
- Applicant's ability to meet the "Special Application Requirements" listed on pages 24 (Projects to Produce a Design) and 34.

Deadlines

Applications for **Project Grants for Arts Facilities Design** are received twice a year. Grant award or rejection announcements will, in most cases, be made within seven months of each application deadline. See the inside front cover for specific announcement and earliest project start dates.

The deadline for **Project Grants for Arts Facilities Design** for Fiscal Year 1994 are **June 18, 1993** and **December 10, 1993**.

Please take advantage of technical assistance available from the Design Arts Program Specialists in preparing your complete application package. They are familiar with all aspects of the application process and will answer questions or direct you to other information sources. **Late and incomplete applications will be rejected.**

Special Application Requirements/
Project Grants for
Arts Facilities Design

Organizations applying for **Project Grants for Arts Facilities Design** must submit formal application packages including the material specified in "Application Information for Organizations" on pages 21-22, 24 (Projects to Produce a Design), and the following materials:

- *1. **Two copies** of an **expanded narrative** (five pages or less) that:
 - Describes the need for the project, the intended beneficiaries, and the benefits the project will provide.
 - Outlines the proposed workplan and methodology for project results.
 - Demonstrates the market feasibility for the facility within the community. Where appropriate, include the results of a needs assessment study.
- *2. **One copy** of the organization's mission statement.

*Information to be included in Design Access.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in the *Guide to the National Endowment for the Arts*, available from the Endowment's Public Information Office (202/682-5400). Those programs which may be of particular interest to individuals or organizations involved in the design fields are described briefly below. For further information, call the number provided or write:

(Appropriate Program Name)

National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, DC 20506-0001

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations and for visual artists' public projects, including public art, residencies, seminars, workshops, and demonstrations. (202/682-5448)

Museum

The Museum Program offers assistance to museums for special exhibitions, catalogues, and conservation. It also enables museums to engage consultants to identify problems and recommend solutions in the areas of storage of collections, security, and climate control and to undertake related renovation projects. (202/682-5442)

Arts in Education

The Arts in Education Program provides grants to state arts agencies to advance the arts as basic in education. For more information, contact your state arts agency or the Endowment's Arts in Education Program. (202/682-5426)

In addition, the Program develops and supports a variety of leadership initiatives; these may cover areas such as arts education research, dissemination, or model project development. Solicitation of proposals for specific initiatives is dependent on Program priorities and available funds. For information, please contact the Endowment's Arts in Education Program. (202/682-5426)

Expansion Arts

The Expansion Arts Program supports professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of culturally diverse, inner city, rural, or tribal communities. (202/682-5443)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Presenting and Commissioning

The Presenting and Commissioning (formerly Inter-Arts) Program assists presenting organizations, artists' communities, and interdisciplinary projects (the creation and production of new interdisciplinary work that explores the boundaries between arts disciplines, traditions, and/or cultures). (202/682-5444)

Local Arts Agencies

The Local Arts Agencies Program seeks to enhance the quality and availability of the arts by fostering the expansion of public support for the arts at the local level and by improving the process for allocation of local arts resources through support of designated local arts agencies. (202/682-5431)

State and Regional

The State and Regional Program provides support to state arts agencies, regional groups of state arts agencies, and organizations providing services at a national level to state and regional arts agencies. (202/682-5429)

Set-Aside Funds

As part of a set-aside of funds instituted by the Endowment's authorizing legislation, grants are available to state arts agencies and regional consortia of state arts agencies for projects that raise the artistic capabilities of developing arts organizations or stimulate artistic activity and awareness and broaden public access to the arts in rural and inner city areas and other areas that are underserved artistically. Grant categories that address these objectives and utilize these funds are in the following Arts Endowment Programs:

- State and Regional (Arts in Underserved Communities),
- Local Arts Agencies (Support to Local Arts Agencies Serving Underserved Areas and Communities),
- Expansion Arts (Rural Arts Initiative),
- Folk Arts (grants for projects in the folk arts, state folk arts coordinators, and state apprenticeship programs), and
- Presenting and Commissioning (consolidated support for regional organizations' performing arts presenting programs and services).

For additional information, please contact the appropriate Arts Endowment Program or your state or regional arts agency.

National Endowment Arts Administration Fellows

The Fellows Program is open to individuals with a professional background in arts management, leadership, or policy fields as a result of their experience in artistic, educational, philanthropic, cultural, or public sector organizations. The 11-week fellowships available for placement in various offices of the National Endowment for the Arts in Washington, DC permit participants to work as members of the Agency staff on special projects, assist with daily activities, attend seminars, and meet with leaders of the arts community from both the public and private sectors. The fellowship will help participants to become acquainted with Endowment policies and operations and to develop an understanding of a wide range of activities involving the arts throughout the country. Previous fellows have come from all over the country and have included arts educators, curators, graduate students, writers, poets, historians, presenters, advocates, lawyers, filmmakers, and state and local arts administrators. (202/682-5786)

Challenge Grants

Challenge Grants are designed to strengthen institutional stability and to assist projects involving new concepts, fundamental change, or substantial departure from what was previously possible. Challenge grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, consortia, and other organizations). (202/682-5436)

Advancement

The Advancement Program is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases--Phase One: Planning/Technical Assistance, and Phase Two: Matching Advancement Grants (generally ranging from \$25,000 to \$75,000) which must be matched at least three-to-one. (202/682-5436)

Current Advancement plans call for eligibility according to the following timetable:

Fiscal Year '94: Dance, Expansion Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts.

Fiscal Year '95: Arts in Education, **Design Arts**, Museum, Music, Presenting and Commissioning (formerly Inter-Arts), and Theater.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the office (202/682-5532 or 202/682-5496 Voice/T.T.) for assistance and materials, including information on closed and open captioning (sub-titling of dialogue) for film/video, and examples of how arts groups make their programs available to special constituencies. Copies of *The Arts and 504* (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, DC 20402 for \$6.50 each. Specify stock number 036-000-00047-3.

If you are applying for a design project, you should refer to the *Uniform Federal Accessibility Standard* (UFAS) for guidance in making your building accessible. Free copies of UFAS and other information about barrier-free design, including accessibility solutions, are available from:

Architectural and Transportation Barriers Compliance Board
 Office of Technical Service
 Suite 501, 1111 18th Street, N.W.
 Washington, DC 20036-3894
 202/653-7848 (Voice/Telecommunications Device for Deaf Persons)
 1-800-USA-ABLE (Voice/Telecommunications Device for Deaf Persons)

International

The International Program works through advocacy and modest grantmaking to help ensure that the benefits of international artistic exchange are available to communities throughout the United States. Through the grant categories and partnerships described below, the Program seeks to honor and make visible around the world the diversity and richness of artistic expressions of the United States and to stimulate greater appreciation in this country of the finest cultural endeavors from abroad. Funds are available only to U.S. artists and U.S. arts organizations; projects must benefit U.S. artists, arts organizations, and/or audiences.

International Projects Initiative -- supports U.S. arts organizations to undertake exemplary, innovative exchange projects, particularly those with a demonstrated benefit to the organization's home community.

Fund for U.S. Artists at International Festivals and Exhibitions -- supports 1) U.S. performing artists or ensembles who have been invited to appear at an international performing arts festival in another country; and 2) U.S. exhibitions for official U.S. government sponsorship at selected international visual arts events abroad.

Travel Grants Pilot -- enables U.S. artists to carry out collaborative creative development projects with colleagues in Africa, Latin America, the Caribbean, and South or Southeast Asia.

ArtsLink -- provides support for 1) U.S. artists undertaking collaborative projects with colleagues in the countries of Eastern Europe, Central Europe and the former Soviet Union; and 2) U.S. arts organizations wishing to host an artist or arts administrator from that region in a short-term professional residency.

United State/Japan Artist Exchange Fellowship -- provides five fellowships each year to U.S. artists from a variety of disciplines to live and work in Japan for six months.

United States/Mexico Artist Residencies -- provides ten two-month residencies in Mexico each year to U.S. artists from a variety of disciplines. Participating artists will be involved in community outreach activities as part of the residency program.

Please contact the International Program for further information. (202/682-5422)

Application Information

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.
- Comply with the Federal requirements specified in "Assurance of Compliance" below.

¹ Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201 (301/962-2590).

Assurance of Compliance

By signing the application, the Applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

- 1) Title VI of the Civil Rights Act, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 2) Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified disabled individual in the United States, as defined in Section 7(6), shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Assurance of Compliance,
continued

- 3) Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 4) Americans with Disabilities Act of 1990 ("ADA") prohibits discrimination on the basis of disability in employment (Title I), State and local government services (Title II) and places of public accommodation and commercial facilities (Title III).
- 5) Title IX of the Education Amendments of 1972 provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The assurance with regard to the above laws and regulations shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure was furnished by Endowment funds or whose cost (such as renovation cost) was charged to a project supported by the Endowment, the grant recipient must obtain approval from the Endowment to use the real property in other projects when the grant recipient determines that the property is no longer needed for the purpose of the original project. Use in other projects shall be limited to those under other federally sponsored projects or other programs that have purposes consistent with those authorized for support by the agency. If these conditions are not met, the Endowment must require compensation for its earlier support. In such cases, the grant recipient shall be directed to pay the Federal government an amount computed by applying the Federal percentage or participation in the cost of the original project to the proceeds from the sale.

For further information and copies of the nondiscrimination regulations identified above, write to the Division of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001 or call 202/682-5454.

In addition, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," the Applicant certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that it will include this clause without modification in all lower tier transactions (excluding contracts under \$25,000), solicitations, proposals, contracts, and subcontracts. Where the Applicant or any lower tier participant is unable to certify to this statement, it shall include an explanation as part of the application package.

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), the Applicant certifies that it will provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about —
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;

Assurance of Compliance,
continued

- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; employers of convicted employees must provide notice, including position title, to the grants officer as well as the grant number(s) of each affected grant;
- (f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
 - (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee should maintain on file the site(s) for the performance of work done in connection with the specific grant listing street address, city, county, state, and zip code. If this information is being submitted as part of your routine application materials, then disregard.

NOTE: An individual applicant certifies that as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, with 10 calendar days of the conviction, to the grants officer or other designee, and shall include the grant number(s) of each affected grant.

**Assurance of Compliance,
continued****Explanation and Definitions**

1. The time frame of when you are required to have a drug-free workplace program in place varies depending on the length of the grant project, as follows: (1) for a grant of less than 30 days performance duration, grantees shall have this policy statement and program in place as soon as possible, but in any case by a date prior to the date on which performance is expected to be completed; (2) for a grant of 30 days or more performance duration, grantees shall have this policy statement and program in place within 30 days after award; (3) where extraordinary circumstances warrant for a specific grant, the grants officer may determine a different date on which the policy statement and program shall be in place.
2. "Employee" means the employee of a grantee directly engaged in the performance of work under the grant, including: (1) all "direct charge" employees; (2) all "indirect charge" employees, unless their impact or involvement is insignificant to the performance of the grant; and (3) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. volunteers, even if used to meet matching requirement; consultants or independent contractors not on the payroll; or employees of subrecipients or subcontractors in covered workplaces).
3. For purposes of the Drug-Free Workplace Act of 1988, alcohol is not considered a controlled substance.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this application is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears on the application.

Reporting Burden

Public reporting burden for this collection of information is estimated to average 31 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 628, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0062), Washington, DC 20503.

Instructions for Completing Organization Grant Application Form NEA-3 (Rev.)

These instructions are keyed to the numbered sections of the application form on pages 47-50:

- I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.

If the organization has recently applied for but has not yet received IRS tax-exempt status, another eligible organization may act as sponsor for the applicant in the interim. This organization must be willing to assume responsibility for the project as well as for fiscal and administrative matters.
- II. **Category under which support is requested.** Check the box indicating the appropriate category.
- III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. **Please allow sufficient time in order to avoid requests for extensions.** The project should not begin before the date listed in the Application Calendar on the inside front cover.
- IV. **Employer I.D. #.** Employer Identification Number (EIN) as assigned by the Internal Revenue Service. **Do not** use a Social Security Number.
- V. **Summary of project.** In the space provided, please give the project a brief title (underline this on the form) and **specify clearly** how the requested funds will be spent. Make clear what is proposed, why it is significant, and what the organization's qualifications are to accomplish the work. In developing this summary, refer to the "Review Criteria" as well as the "Special Application Requirements" for each category.
- VI. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees) who are anticipated to benefit directly.
- VII. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See Instruction X for further explanation.
- VIII. **Total amount requested from the National Endowment for the Arts** should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50 percent of the Total Project Costs in Section VII. The total amount requested from the Endowment should, when added to the total cited in Section XI ("Total Contributions, Grants, and Revenues"), equal the total cost of the project.
- IX. **Organization total fiscal activity.** If the applicant is part of a larger organization (e.g., a university or municipality), include only expenses of the specific department or program.
 - A. **Expenses** should include Arts Endowment projects funded and anticipated.
 - B. **Contributions, grants, and revenues** should include Endowment grants received and anticipated.

Instructions for Completing
Organization Grant
Application Form,
continued

X. **Budget breakdown of summary of estimated costs.**

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 38. Fringe benefits may be included here only if not included as indirect costs.
- *2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$5,000 per unit or with an estimated useful life of one year or less.
3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section. There are specific restrictions involving foreign travel. Please call the Design Arts Program for more information.
- *4. **Permanent equipment** includes purchased equipment costing \$5,000 or more per unit with an estimated useful life of more than one year. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
- *5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

*Costs of program accommodations for people with various disabilities (e.g., sign language interpreters, cassette recordings of printed materials or large print labeling, audio description, hearing amplification systems) are generally eligible project costs.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the Office of Inspector General, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Room 207, Washington, DC 20506-0001, or another Federal agency.

Instructions for Completing
Organization Grant
Application Form,
continued

XI. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from non-Federal sources. Specify all sources of matching funds.

A. **Contributions:**

1. **Cash** may include donations, salaries of staff who will be working on the project, and cash from the organization.
2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions include such items as donated time, services, equipment, and facilities. **They must also be reflected in the Total Project Costs.**

B. **Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not list any Arts Endowment grants anticipated or received.) A grant is generally characterized by written authority to spend up to a specific amount of money for a specified purpose.

C. **Revenues** include all other funds, regardless of source, expected to be used on this project.

XII. **Final Reports** on all completed grants from any Arts Endowment Program since (and including) FY '84 must have been submitted to maintain eligibility. Do not include final reports with your application package.

XIII. **Delinquent Debt.** Applicant certifies that it is not delinquent on any Federal debt or, if it is, provides explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances*, benefit overpayments.

*Recipients of a "Notice of Grants Cost Disallowances" letter who have not repaid the disallowed amount or who have not resolved the disallowance are considered to be delinquent.

XIV. **Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization (Authorizing Official). See also "Assurance of Compliance" on pages 38-41.

Design Arts FY 1994

Individual Grant Application Form NEA-2 (Rev.)

Three clear copies must be submitted together with other required materials to: Information Management Division/DAP, 8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001.

List any anticipated final products which would result from the proposed project:

NOTE: If you receive a grant, do you wish to have your application materials included in Design Access (see page 7)?

Yes No

10. Amount requested from the National Endowment for the Arts (rounded to nearest \$100): \$ _____
Allocated as follows: Time \$ _____ Materials \$ _____ Travel \$ _____
(NOTE: Time, materials, and travel must equal total amount requested.)

11. Career summary or background. (Complete in space provided. Résumés must also be sent as supplemental material.)

The Privacy Act of 1974 requires us to furnish you with the following information: The National Endowment for the Arts is authorized to solicit the information in this application by 20 U.S.C. section 504 et seq. (the National Foundation on the Arts and the Humanities Act of 1965, as amended). The information contained in the application (including all ancillary materials, such as work samples, submitted with the application) is used in the grant review process. All application materials may be subject to review by the National Council on the Arts in open meeting. The information in your application also may be used for statistical research, analysis of trends and for Congressional oversight purposes. This information may also be provided to the public upon request after conclusion of the Endowment's deliberative process, subject to certain exemptions contained in the Freedom of Information Act and, in the case of individuals, the Privacy Act (5 U.S.C. sections 552 and 552a, respectively). By submitting a signed application, you are agreeing to the conditions described herein. Failure to provide all requested information may result in the rejection of your application.

Privacy Act Notice

The Privacy Act of 1974 requires us to furnish you with the following information:

BE SURE TO DOUBLE CHECK THE "APPLICATIION INFORMATION FOR INDIVIDUALS". SECTION ON PAGES 11-12 AND THE ADDITIONAL APPLICATION REQUIREMENTS FOR EACH PROJECT CATEGORY TO BE SURE THAT ALL MATERIALS ARE INCLUDED IN YOUR APPLICATION PACKAGE. INCORRECT APPLICATIONS WILL BE REJECTED.

Signature X Date signed

I certify that the foregoing statements are true and correct to the best of my knowledge. I also certify that I will comply with the Federal requirements specified under "Assurance of Compliance" on pages 38-41.

18. Delinquent Debt Are you delinquent on repayment of any Federal debt? Yes No
If yes, provide explanatory information on a separate sheet.

17. Final Reports Have you submitted required Final Report Packages on all completed grants from any Arts Endowment Program since (and if no, and you have received Endowment funding in the past, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package. Including) Fiscal Year 1984?

15. Prizes/Honors received
16. Membership in professional societies

15. Prizes/Honors received

Empirical research on the relationship between organizational communication and performance is scarce.

14. Present Empolyment

Name of award	Area of study	Inclusive dates	Amount

¹³ Fellowships or grants previously awarded:

Name of institution	Major area of study	Inclusive dates	Degree
University of California, Berkeley	Computer Science	1995-1999	Bachelor of Science

12. Education:

**Design Arts
FY 1994**

Organization Grant Application Form NEA-3 (Rev.)

Three clear copies must be submitted together with other required materials to: Information Management Division/DAP, 8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001.

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested: (See earliest project beginning date on Application Calendar)
Telephone: ()	<input type="checkbox"/> Project Grants for Organizations <input type="checkbox"/> Planning Grants for Rural and Small Communities <input type="checkbox"/> Project Grants for Design Education <input type="checkbox"/> Project Grants for Design History and Documentation <input type="checkbox"/> Project Grants for Arts Facilities Design	Starting _____ month ____ day ____ year Ending _____ month ____ day ____ year
		IV. _____ Employer I.D. Number

V. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.)
TITLE (Please underline):

List any anticipated final products which would result from the proposed project:

NOTE: If you receive a grant, do you wish to have your application materials included in Design Access (see page 7)?

Yes No

VI. Estimated number of persons expected to benefit from this project:

VII. Summary of estimated costs (recapitulation of budget items in Section X)	Total cost of project (rounded to nearest \$100)
A. Direct costs	
Salaries and wages	\$ _____
Fringe benefits	\$ _____
Supplies and materials	\$ _____
Travel	\$ _____
Permanent equipment	\$ _____
Fees and other	\$ _____
	Total direct costs \$ _____
B. Indirect costs	
	Total project costs \$ _____

VIII. Total amount requested from the National Endowment for the Arts	\$ _____
NOTE: This amount (Amount requested):	\$ _____
PLUS Total contributions, grants, and revenues (XI., page 3)	+ _____
MUST EQUAL Total project costs (VII. above):	= _____

IX. Organization total fiscal activity	Most recently completed fiscal period	Estimated for current fiscal period
A. Expenses	1. \$ _____	2. \$ _____
B. Contributions, grants, & revenues	1. \$ _____	2. \$ _____

X. Budget breakdown of summary of estimated costs	
A. Direct costs	
1. Salaries and wages	
Title and/or Type of personnel	Number of personnel
Annual or average salary range	% of time devoted to this project
Amount	
B. Budget breakdown of summary of estimated costs	
2. Supplies and materials (list each major type separately)	
Total salaries and wages	\$
Add fringe benefits	\$
Total salaries and wages including fringe benefits	\$
2. Supplies and materials (list each major type separately)	
Total supplies and material	\$
3. Travel	
Transportation of personnel	No. of travelers
Amount	\$
from	to
3. Travel	
Total transportation of personnel	No. of travelers
Amount	\$
4. Subsistence	
Total transportation of personnel	No. of travelers
Amount	\$
No. of days	Daily rate
4. Subsistence	
Total subsistence	\$
Total travel	\$
5. Equipment	
Number of personnel	Annual or average salary range
% of time devoted to this project	
Amount	
5. Equipment	
Total equipment	\$
6. Other costs	
Number of personnel	Annual or average salary range
% of time devoted to this project	
Amount	
6. Other costs	
Total other costs	\$
7. Total estimated costs	

X. Budget breakdown of summary of estimated costs (continued)

3

4. Permanent equipment

Amount

\$

Total permanent equipment	\$ _____

5. Fees for services and other expenses (list each major type separately)

Amount

\$

Total fees and other	\$ _____

B. Indirect costs

Amount

Rate established by attached negotiation agreement with
National Endowment for the Arts or another Federal agency

Rate _____ % Base _____ \$ _____

XI. Contributions, grants and revenues (for this project)

A. Contributions

Amount

1. Cash

\$ _____

2. In-kind contributions (list each major item)

Total contributions	\$ _____

B. Grants (do not list any Endowment grants anticipated or received)

Total grants	\$ _____

C. Revenues

Total revenues	\$ _____
Total contributions, grants, and revenues for this project	\$ _____

The National Endowment for the Arts is authorized to solicit the information in this application by 20 U.S.C. section 504 et seq. (the National Foundation on the Arts and the Humanities Act of 1965, as amended). The information contained in the application (including all anacillary materials such as work samples, submitted with the application) is used in the grant review process. All application materials may be subject to review by the National Council on the Arts in open meeting. The information also may be used for statistical research, analysis of trends and for Congressional oversight purposes. This information may also be provided to the public upon request after conclusion of the Endowment's deliberative process. Certain exemptions contained in the Freedom of Information Act and, in the case of individuals, the Privacy Act (5 U.S.C. sections 552 and 552a, respectively). By submitting a signed application, you are agreeing to the conditions described herein. Failure to provide all requested information may result in the rejection of your application.

The Privacy Act of 1974 requires us to furnish you with the following information:

Privacy Act Notice

BE SURE TO DOUBLE CHECK THE "APPLICATION INFORMATION FOR ORGANIZATIONS" SECTION ON PAGES 21-22 AND THE ADDITIONAL APPLICATION REQUIREMENTS FOR EACH PROJECT CATEGORY TO BE SURE THAT ALL MATERIALS ARE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS WILL BE REJECTED.

Signature _____		Name (print or type) _____	Telephone (area code) _____
Date signed _____	X _____	Title (print or type) _____	
Signature _____		Name (print or type) _____	Telephone (area code) _____
Date signed _____	X _____	Title (print or type) _____	
Signature _____		Name (print or type) _____	Telephone (area code) _____
Date signed _____	X _____	Title (print or type) _____	
Signature _____		Name (print or type) _____	Telephone (area code) _____
Date signed _____	X _____	Title (print or type) _____	
Signature _____		Name (print or type) _____	Telephone (area code) _____
Date signed _____	X _____	Title (print or type) _____	

Authorizing Official(s)

The Authorizing Official(s) certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. The Authorizing Official(s) (also certify that the application will comply with the Federal requirements specified under "Assurance of Compliance", on pages 38-41.

XIV. Certification

Are you Delinquent on repayment of any Federal debt? _____ Yes _____ No

XIII. Delinquent Debt

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1987? _____ Yes _____ No If no, and you have received Arts Endowment funding in the past, please mail immediately under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

XII. Final Reports

Design Arts Program FY94 Application Checklist

Please complete the checklist below to assure that all required materials are included in your application package. Incomplete applications will be rejected. This is solely for your own use. It does not need to be included in your application package.

CATEGORIES OF FUNDING FOR INDIVIDUALS:

ALL APPLICANTS:

- Individual Grant Application Form NEA-2 (Rev.)
(3 copies; one must be typed, signed original)
- Resume
- 3 - 5 Letters of support (original and 1 copy)
- Contents sheet
- Application Acknowledgment Card
- Current grantees--status report

Project Grants for Individuals:

Projects to Produce a Design:

- Portfolio
- Expanded narrative (2 copies)
- Photographs/drawings of site
- Plan for implementing barrier-free design (2 copies)

Research and Theory Projects:

- Expanded narrative (2 copies)

Communication Projects:

- Expanded narrative (2 copies)
- Resumes and samples of previous work by individuals involved in project

Individual Grants for Design Innovation:

- Expanded narrative (2 copies)
- Samples of applicant's previous work

USA Fellowships:

- Expanded narrative (2 copies)
- Description of career accomplishments/future directions (2 copies)
- Proposed travel itinerary (2 copies)
- Samples of applicant's previous work

Design Arts Program FY94 Application Checklist

Please complete the checklist below to guide you in assembling your application package. Incomplete applications will be rejected. This is solely for your own use. It does not need to be included in your application package.

CATEGORIES OF FUNDING FOR ORGANIZATIONS:

ALL APPLICANTS:

- Project Grant Application Form NEA-3 (Rev.) (3 copies; one must be typed, signed original)
- Resumes of key personnel/consultants
- 3 - 5 Letters of support (original and 1 copy)
- Contents sheet
- IRS letter for tax exempt status (2 copies)
- Application Acknowledgment Card
- Current grantees--status report

Project Grants for Organizations

Projects to Produce a Design:

- Qualifications and portfolios of participating designers
- Expanded narrative (2 copies)
- Photographs/drawings of site
- Plan for implementing barrier-free design (2 copies)

Communication Projects:

- Expanded narrative (2 copies)
- Resumes and samples of previous work by individuals involved in project

Artist/Designer Collaborations:

- Description of proposed site (2 copies)
- Bios of participating artists and designers (2 copies)
- Description of unique opportunity for team (2 copies)
- Letter of agreement
- Plan for payment of fees
- Description of plans for documentation
- Description of plans for long term maintenance

Design Competitions:

- Detailed work plan (2 copies)
- Design program (2 copies)
- Qualifications of/criteria for selecting competition advisor
- List of potential jurors
- Description of competition awards
- Assessment of availability of funds for completing work

Research and Theory Projects:

- Expanded narrative (2 copies)

Design Programming by Arts Agencies:

- Description of agency's prior design programming (2 copies)
- Resumes of participating staff/consultants
- Expanded narrative (2 copies)
- For local arts agencies, local government ordinance, charter, resolution, or contract designating agency to operate in its behalf

Awarding of Design Fellowships:

- Documentation of fellowship program's prior existence (2 copies)
- Description of selection process for subgrantees (2 copies)
- List of last 2 years' fellowship recipients and qualifications (2 copies)

Planning Grants for Rural and Small Communities

- Substantiation of population of area to be served (2 copies)
- Expanded narrative (2 copies)
- Qualifications and portfolios of participating designers
- Photographs/drawings of site
- Plan for implementing barrier-free design (2 copies)

Project Grants for Design Education

- Expanded narrative (2 copies)

Project Grants for Design History and Documentation

- Expanded narrative (2 copies)

Project Grants for Arts Facilities Design

- Expanded narrative (2 copies)
- Organization's mission statement
- Qualifications and portfolios of participating designers
- Photographs/drawings of site
- Plan for implementing barrier-free design (2 copies)

Design Arts Program, Room 627
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

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for the Arts



NEA-635

Official Business

Complete and return this card with your application. It will be returned to you to acknowledge receipt of your application to the National Endowment for the Arts. Please be sure to fill in your name and complete the mailing address on the reverse side.

Application number – Arts Endowment use only

Date

Please check below the category under which you are applying. (Check one only):

<input type="checkbox"/> Project Grants for Organizations	<input type="checkbox"/> Project Grants for Individuals
<input type="checkbox"/> Planning Grants for Rural and Small Communities	<input type="checkbox"/> Individual Grants for Design Innovation
<input type="checkbox"/> Project Grants for Design Education	<input type="checkbox"/> USA Fellowships
<input type="checkbox"/> Project Grants for Design History and Documentation	
<input type="checkbox"/> Project Grants for Arts Facilities Design	

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